

## **Aoyama, Joyce**

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**From:** Aoyama, Joyce  
**Sent:** Tuesday, January 28, 2014 3:11 PM  
**To:** Vaughan, Cory  
**Subject:** Box 7047 - please add this box to the location of the files on your desk.

Cory,

I've created a Destruction box for your Grant files that are past retentions 1003b –VE Box # 7047 (I'll send the Dest Form later). This will be a virtual box (I.e. your pile on the desk) since you're going to shred them after Sally and Linda sign off on them.

I have changed:

- Box 1 to 6884
- Box 2 to 6889

So please change the VE Box #s you wrote on the outside of those boxes to match the above. Please let me know if you have questions. Thanks!

Thank you,

Joyce Aoyama  
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ASRC Primus Solutions  
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